

WISCONSIN

JOB CENTER



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Other job search publications

Networking
(DWSJ-9455-P)
Where to Look for Job Opportunities
(DWSJ-9467-P)
Want Ad Procedures
(DWSJ-9530-P)

Publications on related topics

INTERVIEWING _____
Keys to Successful Interviewing
(DWSJ-6951-P)
Hidden Elements of Interviewing
(DWSJ-9484-P)
Informational Interviewing
(DWSJ-9407-P)

RESUMES, APPLICATIONS _____
Personal Data Record
(DWSJ-4937-P)
Thoughts on Resumes
(DWSJ-4658-P)
Resume Writing—A Basic Guide
(DWSJ-9433-P)

DWSJ-9517-P (R. 05/2002)

80% of Job Search Success Depends on Research

NOW is the best time to start looking for a job. You're as qualified as other applicants, so start now before someone else gets "your" job. You've already made a good start by reading this document!

Finding employment means matching your skills and abilities to the skills and requirements of different jobs.

What you need to know is how to market your talents effectively to find the right job.

You Need Information ...

About yourself

- Goals and plans
- Interests and values
- Skills
- Experiences
- Strengths and weaknesses
- Expectations
- Barriers to success

About the labor market

- Facts vs. fantasy
- Why people stay unemployed
- Best job search methods
- Best job search tools

- Proven resume types
- Best people to contact
- Where to look
- Key skills

About the employer, the job and the company

- Employer's expectations
- How to avoid rejection
- How to prove your worth
- Products and services
- Company needs / problems
- Specific job requirements

Job Search Checklist

Complete items 1-3 on this checklist before starting your job search
Complete items 4-5 every day of your job search
Complete items 6-9 when you have interviews

1. IDENTIFY OCCUPATIONS

- ☐ Make a background and experience list
- ☐ Review information on jobs
- ☐ Identify those jobs that use your talents

2. IDENTIFY EMPLOYERS

- ☐ Ask relatives (etc.) to help you look for job openings
- ☐ Go to your Wisconsin Job Center for assistance
- ☐ Contact employers to get company and job information
- ☐ Utilize other sources to get job leads
- ☐ Obtain job announcements and descriptions

3. PREPARE MATERIALS

- ☐ Write resumes (if needed). Use job announcements to “fit” your skills with job requirements
- ☐ Write cover letters or letters of application
- ☐ Assemble a job search kit: pens, tablet, maps, public transportation guides, clean copies of resumes and applications, background and experience lists, Social Security card, picture ID
- ☐ Use America’s Talent Bank

4. PLAN YOUR TIME

- ☐ Wake up early to start looking for work
- ☐ Make a “to do” list of everything you’ll do to look for a job
- ☐ Work hard all day to find a job
- ☐ Reward yourself (do a hobby or sport, visit friends, etc.)

5. CONTACT EMPLOYERS

- ☐ Call employers directly (even if they’re not advertising job openings). Talk to the person who would supervise you if you were hired
- ☐ Go to companies to fill out applications
- ☐ Contact your friends and relatives to see if they know about any openings
- ☐ Use JobNet or America’s Job Bank on the internet

6. PREPARE FOR INTERVIEWS

- ☐ Learn about the company you’re interviewing with
- ☐ Review job announcements to determine how your skills will help you do the job
- ☐ Assemble resumes, application forms, etc. (make sure everything is neat)

7. GO TO INTERVIEWS

- ☐ Dress right for the interview
- ☐ Go alone
- ☐ Be clean, concise, and positive
- ☐ Thank the interviewer

8. EVALUATE INTERVIEWS

- ☐ Send a hand-written thank you note to the interviewer within 24 hours of the interview
- ☐ Think about how you could improve the interview

9. TAKE TESTS

- ☐ Find out about the test(s) you’re taking
- ☐ Brush up on job skills
- ☐ Relax and be confident

10. ACCEPT THE JOB!

- ☐ Understand job duties and expectations, work hours, salary, benefits, etc.
- ☐ Be flexible when discussing salary (but don’t sell yourself short)

